



**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
MINUTES**

**Monday, May 11, 2020  
3:30 PM**

**COMMISSIONERS**  
Andrae Randolph, **Chair**  
Rick Ward, **Vice Chair**  
Deborah Bennett  
John Costa  
Ronald Le Doux

---

145 Fulweiler Avenue, Suite 200  
Auburn, California 95603  
[www.placer.ca.gov](http://www.placer.ca.gov)

Kate Sampson, Human Resources Director  
Judy McKeig, Commission Clerk  
Office: (530) 889-4067

---

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

---

**Public Participation Procedures**

In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Join from a PC, Mac, iPad, iPhone, or Android

<https://zoom.us/j/9327565596>

Join by Telephone

Dial: 669-900-6833 OR 877-853-5247 (Toll Free)

Webinar ID: 932 7565 5596

In compliance with Governor Newsom's Executive Order N-29-20-EO on telephone meetings, the public's participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may "raise hand" to be called upon to give their public comment.

1. Those joining online through the web meeting should "Raise Hand" in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.
2. Those who are calling in via phone may dial \*9 to raise their hand once Public Comment is opened. The Clerk will read out the caller's phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.

Alternatively, citizens may submit their comments in written form to the Commission Clerk at [jmckeig@placer.ca.gov](mailto:jmckeig@placer.ca.gov). All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk's email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission's action.

**OPEN SESSION**

**Call to Order | 3:30PM**

**Roll Call | Judy McKeig**

**Flag Salute | Led by Commissioner Ward**

**Public Comment: None**

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

**1. Approval of Agenda | Regular Meeting, May 11, 2020**

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

**2. Approval of Minutes | Regular Meeting, March 9, 2020**

Motion: Le Doux/Bennett/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

**3. Approval of Minutes | Special Meeting, April 17, 2020**

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

No public comment

**4. Work Out-of-Class Pay | Department of Health and Human Services, Human Services Division**

Presenter: Courtney Thomas, Human Resources Analyst II

Attendee: Greg Geisler, Health and Human Services Assistant Program Director

a. Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51231461 in the Department of Health and Human Services, Human Services Division from 06/06/2020 for approximately 365 days.

b. Approve a work out-of-class pay extension as per Placer County Code 3.08.510 (C)(5)(c) for employee 51233001 in the Department of Health and Human Services, Human Services Division from 06/06/2020 for approximately 365 days.

Motion: Le Doux/Bennett/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

The Health and Human Services Department requests work out-of-class pay extensions for two employees in the Human Services Division. The first employee (item 4.a.) is a Software Application Support Specialist working out-of-class as an IT Specialist on the new California Statewide Automated Welfare System (CalSAWS) that combines all 58 counties under one system. The second employee (item 4.b.) is an Eligibility Specialist Senior working out-of-class as a Software Application Support Specialist, filing behind the first employee. The extension requests are longer than the typical 180 days to accommodate the go live timeline of the CalSAWS project. No public comment. No Commission comment.

**5. Retroactive Work Out-of-Class Pay | District Attorney**

Presenter: Michelle Beauchamp, Assistant Director of Human Resources

Attendee: Jennifer Miskewycz, Assistant District Attorney

- a. Determine whether retroactive work out-of-class pay as a Supervising Deputy District Attorney be granted for employee 51232249, a Senior Deputy District Attorney in the District Attorney Department, beginning 02/02/2019, and approve a six-month extension beginning 04/25/2020 and ending 10/23/2020.

Motion: Ward/Le Doux/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

- b. Determine whether retroactive work out-of-class pay as a Supervising Deputy District Attorney be granted for employee 51231996, a Senior Deputy District Attorney in the District Attorney Department, beginning 02/02/2019, and approve a six-month extension beginning 04/25/2020 and ending 10/23/2020.

Motion: Ward/Le Doux/Unanimous 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

Both employees were promoted to Senior Deputy District Attorneys in February 2019 and subsequently began working out-of-class as Supervising Deputy District Attorneys. The department did not initiate the temporary work out-of-class positions in the payroll system and the employees have been performing higher level duties since February 2, 2019. HRD became aware of the oversight during a review of the department's personnel actions after the mid-term retirement of the previous District Attorney in December 2019 and prior to the April 2020 appointment of the new District Attorney, Morgan Gire. HRD is also recommending a six-month extension for both employees' temporary work out-of-class assignments to provide continuity of service and afford Mr. Gire the opportunity to assess his department's management structure.

The Commission discussed alternative approaches, retroactive pay, and solutions to ensure a similar situation does not occur in the future. HRD may have suggested the incumbents work in the senior position for an initial period or promote directly to the supervising position. A new approval workflow is being developed in the Workday payroll system to prevent this situation recurring. The Commission voted on items 5.a. and 5.b. separately. No public comment.

**6. Classification Specification Revisions | Multiple Departments**

Presenter: Lindsay Killian, Human Resources Analyst

Attendee: Mirinda Glick, Central Services Manager

Approve the proposed revisions to the classification specifications for Central Services Worker, Central Services Technician, Senior Central Services Technician, Central Services Supervisor, and Central Services Manager.

Motion: Le Doux/Costa/Unanimous vote 5:0

Ayes: Randolph, Ward, Bennett, Costa, Le Doux

The Central Services Division of the County Executive Office (CEO) updated its name in July 2019 to the Document Solutions Division to better convey the variety of services provided. HRD recommends updating classification specifications for the series to reflect the name change with minor job duties updates. The incumbents, IUOE Stationary Engineers Local 39, and CEO concur. The changes were also reviewed and approved by the Health & Human Services Department, Human Services Division who have two central services workers. No public comment. No Commission comment.

**7. Request for Reclassification | Department of Public Works**

Presenter: Lindsay Killian, Human Resources Analyst

Attendee: Kevin Bell, Deputy Director of Public Works

- a. Approve the reclassification of one Administrative Clerk – Senior position, GNRL 49 (\$3,482.27 - \$4,348.93 monthly), to the classification of Administrative Secretary, GNRL 64 (\$3,929.47 - \$4,907.07 monthly).
- b. Approve the non-competitive promotion of the incumbent pursuant to County Code section 3.08.480.

Motion: Costa/Le Doux/Unanimous vote 5:0

Ayres: Randolph, Ward, Bennett, Costa, Le Doux

Following the 2019 split of the Department of Public Works and Facilities (DPWF) into two separate departments, the Department of Public Works (DPW) requested HRD review an Administrative Clerk – Senior position as the workload has shifted and the position now supports higher level management. Following analysis of the position information and a desk audit, HRD determined the position should be reclassified to an Administrative Secretary and further recommends the incumbent, who has been performing the duties for the last year, be non-competitively promoted. The department, incumbent, IUOE Stationary Engineers Local 39, and CEO concur. No public comment. No Commission comment.

**8. Placer County Charter Review Committee Recommendations**

Discuss the Charter Review Committee's April 17, 2020 presentation to the Civil Service Commission and consider providing a response to the Board of Supervisors on the recommendations of the Charter Review Committee.

Ms. Sampson provided a summary of Charter Review Committee's (CRC) process. After the CRC's presentation at the April 17, 2020 CSC meeting, the CRC convened on April 28, 2020, and are preparing their final report to present to the Board of Supervisors (BOS) on May 19, 2020. At the April CSC meeting, the Commission requested a May agenda item to consider providing a response to the BOS. Ms. Sampson provided a chart titled "Authorities for Administrative Actions by the Civil Service Commission" which is on file with the Clerk. Ms. Sampson clarified it is her understanding the initial approval for routine administrative items would rest with either the CEO or HR Director while the CSC would retain full appeal authority. Depending on the item, employees may appeal or file a grievance, either of which would be heard by the CSC. Ms. Sampson explained the CRC's proposal will include four different recommendations for the BOS to consider, and if the BOS supports any for placement on the ballot then specific language would be drafted.

The Commission noted difficulty commenting without seeing specific language or detail but offered support for changes that improve efficiency of operations and provide protections for employees. The Commission discussed how often they would likely convene if only called for appeal hearings. The Commission further noted HRD has day-to-day participation with routine items coming before the CSC and could process those efficiently but believes there is value in the CSC reviewing department actions to ensure fair documentation. The Commission recognizes the BOS will determine the next steps and the ultimate decision lies with the voters. No public comment.

**9. Communications**

**Reports to the Commission are informational only. No action will be taken.**

- a. Provisional Appointments: one provisional appointment for a Client Services Counselor
- b. Staff Reports and Correspondence: Kate Sampson
  - i. Noted appreciation to the Commission for accommodating the virtual environment for meetings. Placer County is contemplating phasing in staffing and onsite business operations with more information in the coming weeks. HRD continues to operate well remotely.
  - ii. The Learning & Development team had to rapidly transition all training to an online format and anticipates the online AB1825 Sexual Harassment training will be available prior to the next CSC meeting.
- c. Commissioner Comments
  - i. Le Doux – none
  - ii. Ward – thanks to HRD and staff
  - iii. Bennett – discussed voter process for the CRC's recommendation
  - iv. Costa – none
  - v. Randolph – thanks to HRD and staff

**10. Classified Employees Merit Increases**

Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

Motion: Le Doux/Bennett/Unanimous vote 5:0  
Ayes: Randolph, Ward, Bennett, Costa, Le Doux  
Public Comment: none

**11. Adjournment to the following upcoming meetings**

Motion: Le Doux/Bennett/Unanimous vote 5:0  
Ayes: Randolph, Ward, Bennett, Costa, Le Doux

**Regular Meeting Calendar 2020**

Second Monday of the Month - 3:30PM  
Human Resources Department, 1<sup>st</sup> Floor Conference Room  
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603  
OR

Zoom Virtual Meeting with public participation instructions on agenda

Monday, June 8, 2020  
Monday, July 13, 2020  
Monday, August 10, 2020  
Monday, September 14, 2020  
~~Monday, October 12, 2020~~ - Tuesday, October 13, 2020  
Monday, November 9, 2020  
Monday, December 14, 2020



R. Ward (Jun 10, 2020 15:08 PDT)

Chair

**Judy McKeig** Date: 2020.06.09  
13:48:45 -07'00'

Judy McKeig, Commission Clerk